

ANIMAL AND PLANT HEALTH INSPECTION SERVICE
AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR WOMEN & MINORITIES
ANNUAL
AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT FOR
FISCAL YEAR 2000
(October 1, 1999 - September 30, 2000)
AND
AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE FOR
FISCAL YEAR 2001-2003
(October 1, 2000 - September 30, 2003)

/ FY 2000 OBJECTIVES AND ACTION ITEMS
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Animal and Plant Health Inspection Service

Name of Organization

Room 1131 South Building, Washington, DC 20250

Address of Organization

Organizational Level: Agency____ MOC__X__ Region____

Total Number of Employees Covered by Plan: 5082

Professional	2531	Administrative	821	Technical	1228
Clerical	361	Other	36	Wage Grade	105

Barbara A. Rose, Deputy Director, Civil Rights Enforcement and Compliance (202) 720-7830

Name of Contact Person Preparing Report

Telephone Number

Anna P. Grayson, Director

Signature of Principal EEO Official

Date

Certifies that this plan is in Compliance with EEO-MD-714

Craig A. Reed, Administrator

Name and Title of Head of Organization or Designated Official

Date

Certifies that this plan is in Compliance with EEO-MD-714

**ALPHABETICAL LIST OF APHIS PROGRAMS
REQUIRED TO SUBMIT AEP AND FEORP ACCOMPLISHMENTS**

Animal Care (AC)

Eastern Region

Western Region

Office of Information Technology (OIT)

International Services (IS)

Legislative and Public Affairs (LPA)

Marketing and Regulatory Programs - Business Services (MRP-BS)

Administrative Services Enhancement Unit

Budgeting and Accounting Service Enhancement

Business Practices Team

Human Resources Service Enhancement

Investigative and Enforcement Services

Minneapolis Business Site

Resource Management Systems and Evaluation Staff

User Fee Auditing Branch

Policy and Program Development (PPD)

Plant Protection and Quarantine (PPQ)

Headquarters

Central Region

Eastern Region

Western Region

Veterinary Services (VS)

Center for Veterinary Biologics (CVB)

Centers for Epidemiology and Animal Health (CEAH)

Central Region

Eastern Region

Headquarters

National Veterinary Services Laboratories (NVSL)

Wildlife Services (WS)

Headquarters

Eastern Region

Western Region

PROGRAM ANALYSIS

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #1. Organization and Resources

PROBLEM/BARRIER STATEMENT #1: It is difficult to maintain a cadre of trained collateral-duty personnel. This can be attributed to turnover and the need for a consistent approach to meeting these training needs.

OBJECTIVE: To work with Human Resources to develop and provide appropriate training to collateral-duty personnel.

RESPONSIBLE OFFICIAL(S): Administrator
Civil Rights Enforcement and Compliance (CREC)
Human Resources (HR)
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Communicate Agency training expectations in a policy statement to all managers and supervisors.	Administrator	9/30/2001
2. Identify the training needs of all appointed collateral-duty personnel.	APHIS Managers/Supervisors CREC	9/30/2001

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. **Human Resources continues to communicate the expectations of training opportunities throughout the Agency.**
2. **The Civil Rights Enforcement and Compliance Staff sponsored quarterly training sessions for all Special Emphasis Program Managers educating them on effective EEO Policies and Procedures in FY 2000.**
3. **APHIS= Second Annual Civil Rights Awards Ceremony was sponsored in FY 2000. This is an initiative that is required by the USDA Civil Rights Action Team Report.**

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #1. Organization and Resources (*con=*)

PROBLEM/BARRIER STATEMENT #2: Performance Standards for non-SES managers at all levels should be amended to reflect specific factors for evaluating, understanding, support and achievement of the Agency=s civil rights goals and objectives and Civil Rights Action Team report recommendations.

OBJECTIVE: To increase accountability for civil rights at all levels of the organization.

RESPONSIBLE OFFICIAL(S): Civil Rights Enforcement and Compliance (CREC)
Human Resources
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Review the performance standards for non-SES personnel to include measurable goals and objectives, and other factors that will be used to measure actual achievements.	Managers/Supervisors	4/30/2001
2. Provide Technical Assistance to Senior Executives on achieving Civil Rights Performance	Human Resources CREC	9/30/2001
3. To ensure agency-wide commitment to civil rights, implement the Agency=s Civil Rights Strategic Plan.	Managers/Supervisors	9/30/2001
4. Implement the Agency=s Affirmative Employment Program Plan which includes measurable goals and objectives.	Managers/Supervisors	9/30/2003

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. The CREC Director established a Civil Rights Accountability Manager and Team. The Manager revised the quarterly reporting process by developing a semi-annual Civil Rights Self-Assessment database system which is designed to document, monitor, and report the Civil Rights (CRAT) accomplishments of over 300 managers at the GS 14, 15, and SES levels.
2. The Administrator communicates the Agency=s civil rights expectations in annual policy statements distributed to all employees in the biweekly pay and earnings statement. The most recent statement was issued in February 2000. The Administrator published and distributed to all employees the number of disciplinary actions rendered as a result of findings of discrimination.®
3. In accordance with EEOC Management Directive 714, CREC developed an Agency Affirmative Employment Program Plan that includes measurable goals and objectives.
4. Both the Office of Information Technology (OIT) and Marketing and Regulatory Programs - Business Services (MRP-BS) established Civil Rights EEO Advisory Committees.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #2. Workforce Analysis

The APHIS Fiscal Year 2000 Workforce Analysis illustrates through graphics, employment by race, number of promotions, awards, grades, major occupations by series, hiring objectives, and the number of employees needed to reach parity.

(See page 20 for a breakdown of the Agency's Workforce EEO Profile)

During Fiscal Year 2000, the total number of permanent employees increased a net of 151 from 4,930 employees in Fiscal Year 1999 to 5,082 employees at the end of Fiscal Year 2000. Minority employment increased to 28% from 27% in Fiscal Year 1999. Increases were shown for all groups.

The number of women in APHIS is currently 2,099 or 41.3% of the workforce compared with 2,036 or 41.3% of the workforce in Fiscal Year 1999.

At the end of Fiscal Year 2000, 352 or 7.1% of APHIS permanent employees reported a disability of which 46 or .8% reported a targeted or severe disability. Of the 352 employees, 200 or 57% are women and minorities.

APHIS granted 263 competitive promotions including: 112 White females (42%) and 66 minorities (25%) and the breakdown is as follows: 5 Black males, 35 Black females, 11 Hispanic males, 5 Hispanic females, 4 Asian males, 1 Asian female, 4 Native American males, and 1 Native American female.

There were 531 non-competitive promotions awarded including 159 White females (30%) and 172 minorities (32%) and the breakdown is as follows: 10 Black males, 46 Black females, 49 Hispanic males, 36 Hispanic females, 19 Asian males, 7 Asian females, 2 Native American males and 3 Native American females.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #3. Discrimination Complaints

PROBLEM/BARRIER STATEMENT #1: The review of Formal Complaints filed by employees over a 2-year period shows that the majority of the complaints identified issues that could be the result of little or no communication between managers and employees.

OBJECTIVE: To provide formal complaints processing training to all managers and supervisors.

RESPONSIBLE OFFICIAL(S): Civil Rights Enforcement and Compliance (CREC)
Human Resources

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. To provide formal Complaints Processing Training (CPT) for supervisors and managers.	Human Resources CREC	9/30/2002
2. Arrange for mandatory CPT for all supervisors.	Human Resources	9/30/2002
3. Arrange for CPT upon request for program employees.	Human Resources	9/30/2002
3. Arrange CPT to recommended high complaint activity areas identified by CREC.	CREC	9/30/2002

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. APHIS established the Department's first Alternative Dispute Resolution (ADR) Center in FY 2000. The Center is organizationally located within the Office of Civil Rights Enforcement and Compliance (CREC) and is staffed to handle the Mediation for formal and informal EEO complaints. The center includes a manager, 4 full-time EEO Counselor/Mediators, 2 full-time Mediators, 1 EEO Specialist, and an Intake Technician.
2. In FY 2000, there were a total of 198 formal complaints on file. Of this number 78 or 40% of the complaints were closed at the end of the fiscal year.
3. In September 2000, the Administrator sponsored the First Civil Rights Meeting for Managers in Riverdale, Maryland.
4. CREC works closely with Human Resources to provide CPT to all employees on an as needed basis. In FY 2000, a total of 3 training sessions were held.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #4. Recruitment and Hiring

PROBLEM/BARRIER STATEMENT #1: Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.

OBJECTIVE: To address under-representation through both internal movement and external recruitment.

RESPONSIBLE OFFICIAL(S): Human Resources
Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL DATE	TARGET
1. Train all recruiters by enhancing interpersonal skills and increasing cultural sensitivity.	Human Resources	9/30/2002
2. Advertise, where appropriate, positions as multi-graded positions; for example GS 7/9/11 or GS 11/12/13, wherever under-representation exists.	Human Resources Managers/Supervisors	9/30/2002
3. Examine the automative system established for identifying applicants prior to interviews and/or job fairs.	Human Resources	9/30/2002
4. Restructure positions vacated through attrition to allow for recruitment at lower levels.	Managers/Supervisors	9/30/2002
5. Focus on internal recruitment, using a variety of staffing techniques, such as expansion of the Career Enhancement Program, and IPA agreements.	Human Resources Managers/Supervisors	9/30/2002
6. Utilize recruitment strategies that have the best track record of attracting qualified members of the under-represented groups.	Human Resources Managers/Supervisors	9/30/2002
7. Broaden the Area of Consideration on vacancy announcements to attract employees of under-represented groups when sufficient numbers of the groups do not exist internally.	Human Resources Managers/Supervisors	9/30/2002
8. Ensure that diverse representation exist among all recruitment teams.	Human Resources	9/30/2002
9. Provide information and training to managers and	Human Resources	9/30/2001

employees on subjects such as the operation of merit promotion plans, qualification requirements for various career ladder, methods of obtaining qualifications, and opportunities for alternate entry into various occupations		
10. Ensure that Individual Development Plans or Learning Contracts are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	9/30/2003
11. Participate in career and job fairs, career days at high school and colleges to fill actual vacancies.	Human Resources Managers/Supervisors	9/30/2001
12. Develop or modify recruitment and retention packages for Supervisors and Team Leaders.	Human Resources	9/30/2002
13. Coordinate recruitment efforts within the Agency where appropriate to obtain maximum effectiveness and efficiency.	Human Resources	9/30/2001
14. When paid advertising is used for recruitment ensure that minority media are included.	Human Resources	9/30/2001
15. Monitor recruitment and hiring statistics to determine if more women and minorities are hired in occupational series where under representation exists.	CREC	3/30/2001 9/30/2001
16. Review EEO work force profile data provided by the CREC staff on under-representation by race, gender, grade level and occupational series.	Managers/Supervisors	3/30/2001 9/30/2001

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. All employees identified by MRP Programs to be recruiters have completed a mandatory 32-hour training obligation. The number of employees trained during FY 2000 is approximately 60.
2. Human Resources (HR) has a contract with AHot Jobs® for web based advertisement and is also exploring expanded Internet recruitment efforts. HR is also participating in the trial testing of AQuick Hire®, an electronic web base staffing service.
3. APHIS advertises and filled over 300 multi-graded positions for FY 2000.
4. Human Resources continues to encourage managers to restructure positions vacated through attrition to allow recruitment at lower levels.
5. In FY 2000, Human Resources worked with Plant Protection and Quarantine on a Recruitment Fair in San Francisco, CA where various forms of minority media advertisement were used. HR is in the process of developing a system to track new hires.

6. Human Resources participated in about 100 job fairs and career days at high schools and colleges in FY 2000. HR is in the process of developing a system to track new hires.
7. The Agency's Recruitment Group has established close relationships with the 1890, HACU, and Tribal Colleges and Universities to enhance employment opportunities with its students.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #4. Recruitment and Hiring (*cont*)

PROBLEM/BARRIER STATEMENT #2: There are few Hispanic employees in senior level positions.

OBJECTIVE: To increase the representation of Hispanics in decision making positions.

RESPONSIBLE OFFICIAL(S): Human Resources
 Civil Rights Enforcement and Compliance (CREC)
 APHIS Managers/Supervisors
 Special Emphasis Program Managers (SEPMs)

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Develop recruitment strategies to increase the representation of Hispanics in mid and senior levels.	Human Resources CREC SEPMs	9/30/2001
2. Utilize Student Employment Programs to identify job opportunities for Hispanic Students.	Human Resources Managers/Supervisors	9/30/2001
3. Analyze Hispanic representation in APHIS workforce to identify targeted recruitment strategies	Human Resources CREC	3/30/2001 9/30/2001
4. Communicate with HACU college and university officials and express a desire to hire graduates.	Human Resources Managers/Supervisors	9/30/2001
5. Utilize established co-op education appointments with colleges and universities with high Hispanic	Human Resources	9/30/2001

enrollments.	Managers/Supervisors	
6. Establish an internal Affirmative Employment Mentoring Program to encourage and motivate people to pursue higher education and careers in APHIS.	CREC	9/30/2003
7. Promote the participation of Hispanics in Leadership Development Programs.	Managers/Supervisors	9/30/2002
8. Participate in career days, job fairs, conferences, and community activities primarily by Hispanics.	Human Resources Managers/Supervisors SEPMs	9/30/2001
9. Implement the White House Initiative on Educational Excellence for Hispanic Americans.	Human Resources	9/30/2001
10. Utilize the Presidential Management Intern (PMI) Program for recruiting, converting and advancing minority college students.	Human Resources	9/30/2001
11. Encourage participation in the HACU National Internship Program.	Human Resources	9/30/2001
12. Establish and distribute directives to managers, supervisors, and employees outlining the 1890/HBCU/HSIs and TCUs programs.	CREC	9/30/2001
13. Develop outreach initiatives directed to American Tribes.	CREC	9/30/2001
14. Prepare annual reports of APHIS participation in special student programs and initiatives.	CREC	9/30/2001
15. Provide data and information to the Administrator=s Management Team on the progress of participants in the Scholar=s Program.	CREC	9/30/2001

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

- 1. In FY 2000, Human Resources trained about 70 HACU Recruiters APHIS-wide.**
- 2. CREC continues to work with the Agency=s Special Emphasis Program Managers and Advisory Committees to identify and address barriers to the recruitment and retention of minorities, women, and persons with disabilities.**
- 3. Colleges and Universities with significant enrollments of Hispanic students were provided with information on job/educational requirements and opportunities.**
- 4. Human Resources advertises Student Employment Programs to hire qualified Hispanic students. In FY 2000, APHIS hired a total of 46 Hispanic students with salaries totaling \$ 433,810.00.**

5. Human Resources requires its field recruiters to establish working relationships with local colleges particularly those with a high minority enrollment. Eighty USDA employees have been trained to serve as Hispanic Serving Institution (HSI) Liaisons.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #5. Employee Development Programs

PROBLEM/BARRIER STATEMENT #1: The USDA regulation on Individual Development Plans (IDPs) for all employees is not being fully implemented in each unit.

OBJECTIVE: To ensure all APHIS employees have meaningful Individual Development Plans or Learning Contracts.

RESPONSIBLE OFFICIAL(S): Human Resources
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Reissue a policy letter to ensure that Individual Development Plans are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	9/30/2002
2. Provide training information for managers and employees on the purpose and need for IDP-s and training on how to develop the IDP.	Human Resources	9/30/2002

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. All programs within APHIS were instructed/trained during the reporting period on the use of Learning Contracts. Each was encouraged to implement this approach to assure that employees have Individual Development Plans (IDPs) in place for their own development.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #5. Employee Development Programs

PROBLEM/BARRIER STATEMENT #2: Women and minorities as a group are under-represented in senior-level policy/decision making position.

OBJECTIVE: To ensure that women and minorities are afforded opportunities to enhance their potential for career advancement into senior level positions.

RESPONSIBLE OFFICIAL(S): Civil Rights Enforcement and Compliance (CREC)
Human Resources
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Analyze women and minority representation at senior levels in the workforce to identify targeted recruitment strategies.	CREC Human Resources	3/30/2001 9/30/2001
2. Communicate with appropriate college and university officials and express a desire to hire women and minority graduates.	Human Resources Managers/Supervisors	9/30/2001
3. Recognize and provide training and advancement opportunities for employees currently in the workforce.	Human Resources Managers/Supervisors	9/30/2001
4. Utilize co-op programs with colleges and universities with high women and minority enrollment.	Human Resources Managers/Supervisors	9/30/2001
5. Promote the participation of women and minorities in Leadership Development Programs.	Human Resources Managers/Supervisors	9/30/2001
6. Expand the use of developmental assignments.	Managers/Supervisors	9/30/2001
7. Provide information to employees on the OPM Career Counseling automated system, and availability of Headquarters Career Counselors.	Human Resources Managers/Supervisors	9/30/2001

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. Human Resources continues to advertise various forms of training to managers and employees to promote the ultimate leadership and advancement opportunities available.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #5. Employee Development Programs

PROBLEM/BARRIER STATEMENT #3: Interview responses from Civil Rights Compliance Reviews reveal that many employees have not received consistent career counseling.

OBJECTIVE: To provide counseling during the development of Individual Development Plans (IDPs) or Learning Contracts.

RESPONSIBLE OFFICIAL(S): Human Resources
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE		TARGET
	OFFICIAL	DATE	
1. Conduct career counseling sessions tailored to the skills of each employee and provide follow-up sessions.	Managers/Supervisors	3/30/2001 9/30/2001	
2. To develop a consistent Agency policy on career counseling.	Human Resources	9/30/2003	

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #6. Promotions

PROBLEM/BARRIER STATEMENT: Promotion and selection requirements and procedures should be reviewed for consistency in view of the number of formal complaints filed citing promotion/nonselection as an issue. Promotion ranked second to non-selection as an issue was cited during the reporting period. A review of internal selection/promotion and promotion procedures for major occupational series such as, PPQ Officer should be conducted to ensure equal employment opportunities.

OBJECTIVE: To identify and correct barriers to promotions/nonselections with a focus on under-represented groups.

RESPONSIBLE OFFICIAL(S): Human Resources
Civil Rights Enforcement and Compliance (CREC)

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Monitor selection and promotion qualification requirements and procedures to ensure equal employment opportunities.	Human Resources	9/30/2001
2. Conduct an in-depth analysis of the internal/external selections and promotions by RSNO.	CREC	9/30/2003
3. Conduct/provide guidance for promotion panels to identify and correct any barriers to promotions of under-represented groups.	Human Resources	9/30/2002

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. AEP Liaisons, Special Emphasis Program Managers , and EEO Advisory Chairs participate on BEI panels to identify and correct any barriers in the BEI process.
2. Human Resources conducted an analysis of competitive and non-competitive promotions for the Agency.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #7. Separations

PROBLEM/BARRIER STATEMENT: There is concern about why APHIS employees leave; knowing why employees leave may lead to new approaches for retention.

OBJECTIVE: Implement the newly established AExit Interview Feedback® system to identify concerns and determine the best avenue to resolve problems and promote better working conditions.

RESPONSIBLE OFFICIAL(S): Human Resources
Civil Rights Enforcement and Compliance (CREC)

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Implement the AExit Interview Feedback® system designed to assist in determining why employees leave the Agency.	Human Resources	9/30/2001
2. Provide AExit Interview Feedback® guidelines to managers, supervisors and employees.	Human Resources	9/30/2001
3. Develop a system for trend-analysis and evaluation; and use the results of the exit interview analyses as one criterion on establishing agency action plans to achieve a diverse workforce.	Human Resources	3/30/2001 9/30/2001
4. Use the analysis to develop action items for inclusion in the annual FEORP and AEP Plan.	Human Resources CREC	9/30/2001
5. Share the analysis/evaluation with APHIS managers and supervisors.	Human Resources	3/30/2001 9/30/2001
6. Develop a system for monitoring separation activity to identify and correct barriers to the retention of employees from EEO groups; and to ensure that separations are conducted in a non-discriminatory manner.	Human Resources	9/30/2003
7. Monitor the system to ensure that it is meeting the needs of the Agency.	Human Resources CREC	9/30/2001

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. Human Resources distributes AExit Interview Feedback® data to APHIS managers and supervisors quarterly. Exit interview analyses are used to establish agency/program action plans to achieve a diverse workforce.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #8. Program Evaluations

PROBLEM/BARRIER STATEMENT#1: Lack of input from headquarters and field collateral-duty personnel prior to compliance reviews.

OBJECTIVE: To ensure that Civil Rights (EEO) Advisory Committees and Special Emphasis Program Managers provide input to the civil rights compliance evaluations.

RESPONSIBLE OFFICIAL(S): Civil Rights Enforcement and Compliance (CREC)
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Conduct on-site compliance reviews to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, in terms of recruitment, hiring, development and advancement. Including programs or activities that receive federal financial assistance.	CREC	3/30/2001 9/30/2001
2. Prepare reports of findings, recommendations and conclusions of onsite compliance reviews.	CREC	Per Onsite Review
3. Incorporate findings from compliance reviews in the annual AEP Plan Accomplishment Reports and updates.	CREC	9/30/2001
4. Consult with Civil Rights Advisory Committees, and SEPMS to ensure that each provide input to the compliance review.	CREC	Per Onsite Review
5. Brief management on requirements of AEP Guidelines for their respective units.	CREC	9/30/2001
6. Purchase 2 Compact Disc (CD=s) that contain the Census Bureau=s Fiscal Year 2000 Civilian Labor Force statistics and make CD=s accessible to users.	CREC	FY 2002

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES:

1. CREC conducted 5 on-site reviews in FY 2000. Employees in units selected for review were advised of the purpose of the review and asked to complete a survey questionnaire. CREC sent surveys to the homes of over 1,700 employees. The findings from compliance reviews will be incorporated into action items in the Agency plans. Compliance Review Reports included findings and recommendations.
2. While on compliance reviews, CREC consults with EEO Advisory Committees to receive input on the issues and concerns of the employees.
3. CREC is currently receiving the NFC DN-714 Data separated by geographical location for each program area.

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT #8. Program Evaluations

PROBLEM/BARRIER STATEMENT#2: Interview responses from compliance reviews reveal that many employees believe that the awards process is unfair, and many employees are unaware of the criteria for granting awards.

OBJECTIVE: To develop an Agency-wide procedures on granting awards and distribute to all employees.

RESPONSIBLE OFFICIAL(S): Human Resources
APHIS Managers/Supervisors

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. To develop an Agency-wide guide on the policy and procedures for awards.	Human Resources	9/30/2002
2. Managers should communicate clearly to employees the criteria for granting awards in the unit.	Managers/Supervisors	9/30/2001
3. Managers should propose some type of notification or presentation of the awards that are being granted to employees	Managers/Supervisors	9/30/2001

PROGRAM ELEMENT #2 - WORKFORCE ANALYSIS

During Fiscal Year 2000, the total number of permanent employees increased a net of 151 employees from 4,930 employees in Fiscal Year 1999 to 5,082 employees at the end of Fiscal Year 2000.

Minority employment increased to 28% from 27% in Fiscal Year 2000. Net increases were shown for all minority groups (Blacks, Hispanics, Asians and Native Americans). The greatest net increase was for African American men and women who experienced net increases of 13 and 28 respectively during the year.

The total number of women in APHIS is currently 2,099 or 41.3% of the workforce compared with 2,036 or 41.3% of the workforce in Fiscal Year 1999.

During 1st Quarter Fiscal Year 2001, APHIS had a total of 5,183 employees. This was a net increase of 102 employees over 4th Quarter Fiscal Year 2000. Increases were shown for White males, White females, Black females, Hispanic males, Hispanic females, Asian males, Asian females and Native American females. The population for Black males and Native American males remained the same compared to 4th Quarter Fiscal Year 2000.

The total number of women in APHIS during the 1st Quarter Fiscal Year 2001 totaled 2,140 or 41.2%. Minority representation totaled 1,459 or 28%.

COMPARISON OF FISCAL YEAR 1st Quarter FY 2001, FY 2000 and FY 1999

FISCAL YEAR	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
FY 2001(1st Quarter)	2203	1521	215	335	476	195	125	66	24	23	5,183
FY 2000	2164	1492	215	334	460	187	120	65	24	21	5,082
FY 1999	2132	1467	202	306	426	186	111	60	23	17	4,930
NET CHANGE	+32	+25	+13	+28	+34	+1	+9	+5	+1	+4	+152
% OF FY 2000 WORKFORCE	43.0	29.0	4.0	7.0	9.0	4.0	2.0	1.0	.47	.41	

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

PROGRAM ELEMENT #2 - WORKFORCE ANALYSIS (con=4)

Of the total Agency employment, 5,082 or 49% are employed in the Professional category. White males represent 54% of the Professional category followed by White females with a representation of 18%.

The second highest number of Agency employees are in the Technical category with a total of 1,228 employees. White females represent the greatest number of employees, 442 or 36% followed by White males with 417 employees or 34%.

Minority representation shows Hispanic males represent the largest population with 9%. The other minority representations are as follows: Black males 4%, Black females 6%, Hispanic females 3%, Asian males 2%, Asian females 1%, Native American males .47% and Native American females .41%.

WORKFORCE PROFILE BY PATCO CATEGORY

	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
PROF 2531	1376	468	125	72	261	83	95	33	12	6
ADMIN 821	266	359	28	102	22	19	5	9	4	7
TECH 1228	417	442	43	82	145	51	18	20	7	3
CLER 361	36	204	7	64	13	27	1	3	1	5
OTHER 36	4	8	5	13	1	5	0	0	0	0
WAGE 105	65	11	7	1	18	2	1	0	0	0
TOTAL 5082	2164	1492	215	334	460	187	120	65	24	21

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

APHIS FISCAL YEAR 2001-2003 HIRING OBJECTIVES

EMPLOYMENT OF PROFESSIONAL CATEGORY EMPLOYEES

Professional	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	1376	468	125	72	261	83	95	33	12	6	2531
Number of hires needed to reach parity w/CLF	0	295	0	10	0	0	0	15	0	0	320
FY 2001-2003 National Hiring Objectives		43	4	14	6	7	12	10	3	5	104

EMPLOYMENT OF ADMINISTRATIVE CATEGORY EMPLOYEES

Administrative	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	266	359	28	102	22	19	5	9	4	7	821
Number of hires needed to reach parity w/CLF	81	0	2	0	0	3	8	3	0	0	97
FY 2001-2003 National Hiring Objectives		16	16	12	12	15	8	7	1	1	88

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

The provisions of EEOC Management Directive 714 does not require Agencies to establish hiring objectives for White males. The purpose of the AEP Plan is to improve the participation of women, minorities and persons with disabilities in all categories of employment (Recruitment, Hiring, Development, Advancement and Awards).

APHIS FISCAL YEAR 2001-2003 HIRING OBJECTIVES (con=t)

EMPLOYMENT OF TECHNICAL CATEGORY EMPLOYEES

Technical	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	417	442	43	82	145	51	18	20	7	3	1228
Number of hires needed to reach parity w/CLF	27	85	2	0	0	0	6	0	0	2	122
FY 2001-2003 National Hiring Objectives		17	6	7	4	6	5	4	4	5	58

EMPLOYMENT OF CLERICAL CATEGORY EMPLOYEES

Clerical	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	36	204	7	64	13	27	1	3	1	5	361
Number of hires needed to reach parity w/CLF	15	25	4	0	0	0	2	4	0	0	50
FY 2001-2003 National Hiring Objectives		13	6	5	2	7	5	7	1	3	49

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

APHIS FISCAL YEAR 2001-2003 HIRING OBJECTIVES (con=t)

EMPLOYMENT OF OTHER CATEGORY EMPLOYEES

Other	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	4	8	5	13	1	5	0	0	0	0	36
Number of hires needed to reach parity w/CLF	21	0	0	0	1	0	1	1	1	0	25
FY 2001-2003 National Hiring Objectives		1	3	0	3	0	1	0	0	0	7

EMPLOYMENT OF WAGE GRADE CATEGORY EMPLOYEES

Wage Grade	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Total Employees 4th Quarter FY 2000	65	11	7	1	18	2	1	0	0	0	105
Number of hires needed to reach parity w/CLF	4	0	3	2	0	0	1	1	1	1	13
FY 2001-2003 National Hiring Objectives		2	2	1	1	1	1	0	2	0	10

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES

A most populous occupational series is defined as any series that is comprised of 50 or more employees. The following charts exhibit the most populous occupational series within APHIS.

PROFESSIONAL

Plant Protection and Quarantine (Series 0436) Total Employees FY 00 (1500) 1st Quarter FY 01 (1559)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	47.3	16.0	6.4	3.1	15.3	5.0	4.7	1.7	.3	.1
% Needed to Equal the CLF	7.4	14.3	0	0.1	0	0	0	0.2	0	0.1

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

Veterinary Medical Science (Series 0701) Total Employees FY 00 (462) 1st Quarter FY 01 (468)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	61.9	24.2	3.0	3.0	2.4	.6	2.4	.4	1.1	.9
% Needed to Equal the CLF	6.5	0.4	0	0	0	0	0	0.4	0	0

Wildlife Biology (Series 0486) Total Employees FY 00 (171) 1st Quarter FY 01 (174)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	87.1	8.2	.6	.0	2.3	.0	1.2	.0	.6	.0
% Needed to Equal the CLF	0	22.1	1.8	3.2	0	1.4	2.3	1.9	0	.2

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES (con-t)

PROFESSIONAL

General Biological Science (Series 0401) Total Employees FY 00(150) 1st Quarter FY 01 (157)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	62.7	18.7	2.7	2.0	6.0	.7	5.3	1.3	.7	.0
% Needed to Equal the CLF	0	11.6	0	1.2	0	0.7	0	0.6	0	.2

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

Entomology (Series 0414) Total Employees FY 01 (53) 1st Quarter FY 01 (53)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	81.1	13.2	.0	.0	3.8	1.9	.0	.0	.0	.0
% Needed to Equal the CLF	0	17.1	2.4	3.2	0	0	3.5	1.9	.2	.2

ADMINISTRATIVE

Computer Specialist Series (0334) Total Employees FY 00 (144) 1st Quarter FY 01 (150)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	43.1	38.2	5.6	4.2	4.2	1.4	1.4	1.4	.0	.7
% Needed to Equal the CLF	0	2.2	0	1.1	0	1.2	0	0	.3	0

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES (con=t)

ADMINISTRATIVE

Management and Program Analysis (Series 0343) Total Employees FY 00 (110) 1st Quarter FY 01 (123)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	24.5	51.8	5.5	13.6	1.8	2.7	.0	.0	.0	.0
% Needed to Equal the CLF	17.6	0	0	0	0.8	0	1.4	1.4	.3	.3

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

Miscellaneous Administration (Series 0301) Total Employees FY 00 (108) 1st Quarter FY 01 (103)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	23.1	50.0	1.9	17.6	.9	.9	.0	.0	1.9	3.7
% Needed to Equal the CLF	19.0	0	1.7	0	1.7	1.7	1.4	1.4	0	0

Budget Analysis (Series 0560) Total Employees FY 00 (68) 1st Quarter FY 01 (68)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	16.2	60.3	.0	10.3	2.9	5.9	.0	1.5	1.5	1.5
% Needed to Equal the CLF	25.9	0	3.6	0	0	0	1.4	0	0	0

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES (con=t)

ADMINISTRATIVE

General Investigating (Series 1810) Total Employees FY 00 (55) 1st Quarter FY 01 (58)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	69.1	21.8	1.8	.0	3.6	1.8	.0	.0	.0	1.8
% Needed to Equal the CLF	0	18.6	1.8	5.3	0	0.8	1.4	1.4	.3	0

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

TECHNICAL

Plant Protection Technician (Series 0421) Total Employees FY 00 (283) 1st Quarter FY 01 (291)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	25.1	17.3	7.8	3.9	25.4	8.5	5.7	4.6	1.1	.7
% Needed to Equal the CLF	11.0	25.6	0	2.7	0	0	0	0	0	0

Animal Health Technician (Series 0704) Total Employees FY 00 (277) 1st Quarter FY 01 (277)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	66.4	11.6	1.8	1.1	17.7	.7	.0	.0	.7	.0
% Needed to Equal the CLF	0	31.3	1.8	5.5	0	2.7	1.9	1.6	0	.4

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES (con-t)

TECHNICAL

Miscellaneous Clerk & Assistant (Series 0303) Total Employees FY 00 (223) 1st Quarter FY 01 (225)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	8.5	67.3	1.8	13.9	.0	6.3	.0	1.8	.0	.4
% Needed to Equal the CLF	27.6	0	1.8	0	3.2	0	1.9	0	.4	0

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

Biological Science Technician (Series 0404) Total Employees FY 00 (209) 1st Quarter FY 01 (203)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	45.0	39.7	1.4	1.0	10.5	.0	.5	1.0	1.0	.0
% Needed to Equal the CLF	0	3.2	2.2	5.6	0	3.4	1.4	0.6	0	.4

CLERICAL

Secretary (Series 0318) Total Employees FY 00 (175) 1st Quarter FY 01 (174)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	2.9	66.3	1.1	19.4	1.1	7.4	.0	.6	.0	1.1
% Needed to Equal the CLF	11.1	0	1.7	0	0.6	0	.8	1.3	.1	0

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS MAJOR OCCUPATIONS BY SERIES WITH 50 OR MORE EMPLOYEES (con=t)

CLERICAL

Miscellaneous Clerk & Assistant (Series 0303) Total Employees FY 00 (107) 1st Quarter FY 01 (111)	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
APHIS %	14.0	49.5	1.9	15.9	4.7	8.4	.9	1.9	.9	1.9
% Needed to Equal the CLF	0	13.9	0.9	0	0	0	0	0	0	0

Under -representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)

APHIS COMPETITIVE PROMOTIONS

There were 263 Competitive Promotions granted during Fiscal Year 2000. Of the 263 promotions, the breakdown is as follows: 105 employees in the Professional category, 107 employees in the Administrative category, 30 employees in the Technical category, 19 employees in the Clerical category, and 2 employees in the Wage Grade category.

White females received the largest number of the Competitive Promotions with a total of 112. White males followed with receiving 85 Competitive Promotions. Minorities received 66 or 25% of the Competitive Promotions including: 5 Black males, 35 Black females, 11 Hispanic males, 5 Hispanic females, 4 Asian males, 1 Asian female, 4 Native American males, and 1 Native American female.

CATEGORY	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Professional	50	32	4	6	5	1	4	0	3	0	105
Administrative	26	53	1	17	5	3	0	0	1	1	107
Technical	5	15	0	7	1	1	0	1	0	0	30
Clerical	2	12	0	5	0	0	0	0	0	0	19
Wage Grade	2	0	0	0	0	0	0	0	0	0	2
TOTAL	85	112	5	35	11	5	4	1	4	1	263

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

White males represent 42% of the workforce and received 32% of the competitive promotions; White females represent 29% of the workforce and received 42% of the competitive promotions; Black males represent 4% of the workforce and received 2% of the competitive promotions; Black females represent 6% of the workforce and received 13% of the competitive promotions; Hispanic males represent 9% of the workforce and received 4% of the competitive promotions; Hispanic females represent 3% of the workforce and received 2% of the competitive promotions; Asian males represent 2% of the workforce and received 1.5% of the competitive promotions; Asian females represent 1% of the workforce and received .38% of the competitive promotions; Native American males represent .47% of the workforce and received 2% of the competitive promotions and Native American females represent .41% of the workforce and received .38% of the competitive promotions.

APHIS NON-COMPETITIVE CAREER LADDER PROMOTIONS

There were a total of 531 Non-Competitive Career Ladder Promotions awarded during Fiscal Year 2000. Of the 531 promotions, the breakdown is as follows: 269 employees in the Professional category, 116 employees in the Administrative category, 113 employees in the Technical category, 30 employees in the Clerical category, 1 employee in the Other category, and 2 employees in the Wage Grade category. White males received the largest number of Non-Competitive Promotions with 200; White females followed with 159; Minorities received 172 or 32% including: 10 Black males, 46 Black females, 49 Hispanic males, 36 Hispanic females, 19 Asian males, 7 Asian females, 2 Native American males, and 3 Native American females.

During the 1st Quarter, there were a total of 178 Non-Competitive Promotions granted in FY 01. White males received the largest number of Non-Competitive promotions with 54, followed by White females with 50. Minorities received a total of 76 Non-Competitive promotions and the breakdown is as follows: Black males 12, Black females 16, Hispanic males 21, Hispanic females 17, Asian males 3, Asian females 3, Native American males 1 and Native American females 1.

CATEGORY	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Professional FY 00	131	49	4	12	30	19	17	3	2	2	269
1st Quarter FY 01	40	14	6	7	16	6	2	2	1	0	94
Administrative FY 00	26	54	5	18	6	3	1	3	0	0	116
1st Quarter FY 01	8	20	2	6	1	6	0	1	0	0	44
Technical FY 00	41	38	1	13	9	10	1	0	0	0	113
1st Quarter FY 01	6	12	3	2	4	3	1	0	0	1	32
Clerical FY 00	0	18	0	3	3	4	0	1	0	1	30
1st Quarter FY 01	0	3	1	1	0	2	0	0	0	0	7
Other FY 00	1	0	0	0	0	0	0	0	0	0	1
1st Quarter FY 01	0	1	0	0	0	0	0	0	0	0	1
Wage Grade FY 00	1	0	0	0	1	0	0	0	0	0	2
TOTAL FY 00	200	159	10	46	49	36	19	7	2	3	531
TOTAL 1st Quarter FY 01	54	50	12	16	21	17	3	3	1	1	178

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/2000)

APHIS CASH AWARDS FOR PERFORMANCE

Awards for Performance totaled \$662,891; There were 783 Cash Awards for Performance awarded during Fiscal Year 2000 including: 476 employees in the Professional category, 106 employees in the Administrative category, 147 employees in the Technical category, 50 employees in the Clerical category, 3 employees in the Other category and 1 employee in the Wage category. White males received 344 or 44% of the cash awards issued, followed by White females with 225 or 29%. Minorities received 214 or 27% of the Cash Awards for Performance.

The dollar amount of performance awards was greater for White males in the Professional Category. White males represent 41.3% of the professional workforce and received 43% of the awards.

PATCO Category # of Awardees And \$ Amount	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
PROF.	264 \$230,944	92 \$70,333	21 \$13,400	13 \$7,250	33 \$26,479	19 \$13,899	20 \$12,945	10 \$5,350	3 \$2,725	1 \$300	476 \$383,625
ADMIN.	31 \$39,642	40 \$46,415	6 \$7,025	18 \$24,250	4 \$5,200	4 \$5,300	0 \$0	2 \$1,900	0 \$0	1 \$1,000	106 \$130,732
TECH.	42 \$28,620	60 \$49,844	5 \$2,250	8 \$6,250	15 \$6,100	6 \$3,500	4 \$1,400	5 \$3,800	1 \$750	1 \$500	147 \$103,014
CLER.	6 \$3,325	32 \$29,895	0 \$0	7 \$7,150	2 \$800	3 \$2,500	0 \$0	0 \$0	0 \$0	0 \$0	50 \$43,670
OTHER	1 \$300	0 \$0	0 \$0	0 \$0	1 \$300	0 \$0	0 \$0	0 \$0	0 \$0	1 \$500	3 \$1,100
WAGE	0 \$0	1 \$750	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	1 \$750

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00)

**EMPLOYMENT BY RACE AND GENDER IN GRADES GS-9 - SENIOR EXECUTIVE SERVICE (SES)
4TH QUARTER - FISCAL YEAR 2000**

GRADES	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
GS 9	379	197	59	44	113	39	28	9	2	4
GS 10	2	4	0	0	4	0	0	0	0	0
GS 11	375	149	26	32	60	25	22	15	6	2
GS 12	362	204	27	41	36	15	17	7	4	5
GS 13	290	145	17	30	20	9	11	5	1	0
GS 14	188	68	6	13	12	1	10	2	3	2
GS 15	54	17	5	3	4	0	0	0	0	0
GS 18-SES	14	0	2	2	1	0	1	0	0	0
TOTAL	1664	784	142	165	250	89	89	38	16	13

Source: NFC Work Force Profile Data--4th Quarter FY 2000(9/23/00)

Of the 3,250 positions in Grades GS 9 - SES; White males occupy 1,664 positions followed by 784 positions occupied by White females. The majority of these men (379) are in GS 9 positions followed by (375) in GS 11 positions, and (362) in GS 12 positions. Minorities occupy 802 positions; (292) are in GS 9 positions; (188) are in GS 11 positions and (152) are in GS 12 positions. Senior Executive minority representation consists of 2 Black males, 2 Black females, 1 Hispanic male and 1 Asian male.

The shaded areas represent the largest population of employees in the specific grade levels. The breakdown is as follows:

White males show the largest representation in the GS 9 grade with 379 employees; White females show the largest representation in the GS 12 grade with 204 employees; Black males show the largest representation in the GS 9 grade with 59 employees; Black females show the largest show the largest representation in the GS 9 grade with 44 employees; Hispanic males show the largest representation in the GS 9 grade with 113 employees; Hispanic females show the largest representation in the GS 9 grade with 39 employees; Asian males show the largest representation in the GS 9 grade with 28 employees; Asian females show the largest representation in the GS 11 grade with 15 employees; Native American males show the largest representation in the GS 11 grade with 6 employees; and Native American females show the largest representation in the GS 12 with 5 employees.

**EMPLOYMENT BY RACE AND GENDER IN GRADES GS 2 - GS 8
4TH QUARTER - FISCAL YEAR 2000**

GRADES	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
GS 2	0	0	2	2	0	1	0	0	0	0
GS 3	1	7	0	5	0	1	0	0	0	0
GS 4	22	47	9	18	23	7	3	2	0	2
GS 5	117	187	28	51	99	47	18	17	5	3
GS 6	37	164	7	33	2	18	0	2	0	3
GS 7	136	251	18	54	27	17	9	5	1	0
GS 8	113	40	2	5	41	5	0	1	2	0
TOTAL	426	696	66	168	192	96	30	27	8	8

Source: NFC Work Force Profile Data--4th Quarter FY 2000 (9/23/00)

Of the 1,717 positions in Grades GS 2 - GS 8, White females occupy 696 positions followed by 426 for White males. The majority of these women (251) are in GS 7 positions followed by (187) in GS 5 positions, and (164) in GS 6 positions. Minorities occupy 595 positions; (268) are in GS 5 positions, (131) are in GS 7 positions, and (64) are in GS 4 positions.

The shaded areas represent the largest population of employees in the specific grade levels. The breakdown is as follows: White males show the largest representation in the GS 7 grade with 136 employees; White females show the largest representation in the GS 7 grade with 251 employees; Black males show the largest representation in the GS 5 grade with 28 employees; Black females show the largest representation in the GS 7 grade with 54 employees; Hispanic males show the largest representation in the GS 5 grade with 99 employees; Hispanic females show the largest representation in the GS 5 grade with 47 employees; Asian males show the largest representation in the GS 5 grade with 18 employees; Asian females show the largest representation in the GS 5 grade with 17 employees; Native American males show the largest representation in the GS 5 grade with 5 employees and Native American females show the largest representation in the GS 5 grade with 3 employees.

Federal Equal Opportunity Recruitment Program Plan

Fiscal Year 2001-2003 Update

And

Fiscal Year 2000 AEP/ FEORP Accomplishments

**NUMBER OF EMPLOYEES NEEDED TO REACH PARITY WITH THE
CIVILIAN LABOR FORCE IN EACH PATCO CATEGORY**

Under-representation exists, for many EEO groups in the Professional, Administrative, Technical, Clerical, Other and Wage Grade categories. To be in line with the Civilian Labor Force the number of employees needed to reach parity in each PATCO category are as follows:

NUMBERS NEEDED TO REACH PARITY BY RACE AND GENDER

PATCO CATEGORY	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
Professional	295		10				15		
CLF Percentages	30.3	2.4	3.2	2.1	1.4	3.5	1.9	.2	.2
Administrative		2			3	8	3		
CLF Percentages	40.4	3.6	5.3	2.6	2.6	1.4	1.4	.3	.3
Technical	85	2				6			2
CLF Percentages	42.9	3.6	6.6	3.2	3.4	1.9	1.6	.4	.4
Clerical	25	4				2	4		
CLF Percentages	63.4	2.8	9.6	1.7	5.2	.8	1.9	.1	.5
Other				1		1	1	1	
CLF Percentages	11.2	9.7	3.2	4.8	1.0	1.2	.3	.9	.2
Wage Grade		3	2			1	1	1	1
CLF Percentages	9.8	9.1	2.2	8.7	1.5	1.7	.5	.8	.2

Under-representation is determined by comparing the percent of representation in APHIS with the percent in the same category of employment in the Civilian Labor Force.

**Animal and Plant Health Inspection Service
Fiscal Year 2001
Federal Equal Opportunity Recruitment Program Plan**

Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.

OBJECTIVE: To address under-representation through both internal movement and external recruitment.

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Train all recruiters by enhancing interpersonal skills and increasing cultural sensitivity.	Human Resources	9/30/2002
2. Advertise, where appropriate, positions as multi-graded positions; for example GS 7/9/11 or GS 11/12/13, wherever under-representation exists.	Human Resources Managers/Supervisors	9/30/2002
3. Examine the automative system established for identifying applicants prior to interviews and/or job fairs.	Human Resources	9/30/2002
4. Restructure positions vacated through attrition to allow for recruitment at lower levels.	Managers/Supervisors	9/30/2002
5. Focus on internal recruitment, using a variety of staffing techniques, such as expansion of the Career Enhancement Program, and IPA agreements.	Human Resources Managers/Supervisors	9/30/2002
6. Utilize recruitment strategies that have the best track record of attracting qualified members of the under-represented groups.	Human Resources Managers/Supervisors	9/30/2002
7. Broaden the Area of Consideration on vacancy announcements to attract employees of under-represented groups when sufficient numbers of the groups do not exist internally.	Human Resources Managers/Supervisors	9/30/2002
8. Ensure that diverse representation exist among all recruitment teams.	Human Resources	9/30/2002
9. Provide information and training to managers and	Human Resources	9/30/2001

employees on subjects such as the operation of merit promotion plans, qualification requirements for various career ladder, methods of obtaining qualifications, and opportunities for alternate entry into various occupations		
10. Ensure that Individual Development Plans or Learning Contracts are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	9/30/2003
11. Participate in career and job fairs, career days at high school and colleges to fill actual vacancies.	Human Resources Managers/Supervisors	9/30/2001
12. Develop or modify recruitment and retention packages for Supervisors and Team Leaders.	Human Resources	9/30/2002
13. Coordinate recruitment efforts within the Agency where appropriate to obtain maximum effectiveness and efficiency.	Human Resources	9/30/2001
14. When paid advertising is used for recruitment ensure that minority media are included.	Human Resources	9/30/2001
15. Monitor recruitment and hiring statistics to determine if more women and minorities are hired in occupational series where under representation exists.	CREC	3/30/2001 9/30/2001
16. Review EEO work force profile data provided by the CREC staff on under-representation by race, gender, grade level and occupational series.	Managers/Supervisors	3/30/2001 9/30/2001

Hispanic Employment Initiative: Nine Point Plan

To reverse the underrepresentation of Hispanic employees in senior level positions.

OBJECTIVE: To increase the representation of Hispanics in decision making positions.

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATE
1. Develop recruitment strategies to increase the representation of Hispanics in mid and senior levels.	Human Resources CREC SEPMs	9/30/2001
2. Utilize Student Employment Programs to identify job opportunities for Hispanic Students.	Human Resources Managers/Supervisors	9/30/2001
3. Analyze Hispanic representation in APHIS workforce to identify targeted recruitment strategies	Human Resources CREC	3/30/2001 9/30/2001
4. Communicate with HACU college and university officials and express a desire to hire graduates.	Human Resources Managers/Supervisors	9/30/2001
5. Utilize established co-op education appointments with colleges and universities with high Hispanic enrollments.	Human Resources Managers/Supervisors	9/30/2001
6. Establish an internal Affirmative Employment Mentoring Program to encourage and motivate people to pursue higher education and careers in APHIS.	CREC	9/30/2003
7. Promote the participation of Hispanics in Leadership Development Programs.	Managers/Supervisors	9/30/2002
8. Participate in career days, job fairs, conferences, and community activities primarily by Hispanics.	Human Resources Managers/Supervisors SEPMs	9/30/2001
9. Implement the White House Initiative on Educational Excellence for Hispanic Americans.	Human Resources	9/30/2001
10. Utilize the Presidential Management Intern (PMI) Program for recruiting, converting and advancing minority college students.	Human Resources	9/30/2001
11. Encourage participation in the HACU National Internship Program.	Human Resources	9/30/2001
12. Establish and distribute directives to managers, supervisors, and employees outlining the 1890/HBCU/HSIs and TCUs programs.	CREC	9/30/2001

13. Develop outreach initiatives directed to American Tribes.	CREC	9/30/2001
14. Prepare annual reports of APHIS participation in special student programs and initiatives.	CREC	9/30/2001
15. Provide data and information to the Administrator=s Management Team on the progress of participants in the Scholar=s Program.	CREC	9/30/2001

**Animal and Plant Health Inspection Service
Fiscal Year 2000
Noteworthy AEP and FEORP Accomplishments**

During Fiscal Year 2000, the total number of permanent employees increased a net of 151 from 4,930 employees in Fiscal Year 1999 to 5,082 employees at the end of Fiscal Year 2000. Minority employment increased to 28% from 27 % in Fiscal Year 1999. Net increases were shown for all minority groups (Blacks, Hispanics, Asians, and Native Americans). The greatest increase was for African American men and women who experienced net increases of 13 and 28 respectively during during the year.

The total number of women in APHIS is currently 2,099 or 41.3% of the workforce compared with 2,036 of the workforce in Fiscal Year 1999.

At the end of Fiscal Year 2000, 352 or 7.1% of APHIS permanent employees reported a disability of which 46 or .8% reported a targeted or severe disability. Of the 352 employees, 200 or 57% are women and minorities.

Noteworthy Activities and Initiatives

1. The Administrator increased diversity in Senior Executive Positions.
2. APHIS continues to be a lead Agency for supporting four Centers of Excellence.
3. Colleges and Universities with significant enrollments of Hispanic students were provided with information on job/educational requirements and opportunities.
4. APHIS actively participates in the USDA Summer Intern Program and provides College students with meaningful employment opportunities during the summer. Many of these students return annually until graduation. The Agency has several permanent employees who entered through the Summer Intern Program.
5. APHIS provides professional mentoring services to 1890 Scholars.
6. The Administrator communicates the Agency's civil rights expectations in annual policy statements distributed to all employees in the biweekly pay and earnings statement. The most recent statement was issued in February 2000.
7. All employees identified by MRP Programs to be recruiters completed a mandatory 32-hour training obligation. The number of employees trained during FY 2000 was sixty (60).
8. APHIS has a contract with Hot Jobs for web based advertisement and is also exploring

expanded Internet recruitment efforts. APHIS is also participating in the trial testing of Quick Hire, an electronic web base staffing service.

9. APHIS advertised and filled over 300 multi-graded positions during FY 2000.
10. APHIS managers are encouraged to restructure positions vacated through attrition to allow recruitment at lower levels.
11. During FY 2000, Human Resources worked with Programs on Recruitment Fairs where various forms of minority media advertisement were used. APHIS is in the process of developing a system to track new hires.
12. Human Resources participated in about 100 jobs fairs and career days at high schools and colleges in FY 2000. HR is in the process of developing a system to track new hires.
13. The Agency's Recruitment Group has established close relationships with 1890, HACU, and Tribal Colleges and Universities to enhance employment opportunities with its students.
14. In FY 2000, Human Resources trained about 70 HACU Recruiters APHIS-wide.
15. CREC continues to work with the Agency's Special Emphasis Program Managers and Advisory Committees to identify and address barriers to the recruitment and retention of minorities, women and persons with disabilities.
16. Colleges and Universities with significant enrollments of Hispanic students were provided with information on job/educational requirements and opportunities.
17. Human Resources advertises Student Employment Programs to hire qualified Hispanic Students. In FY 2000, APHIS hired a total of 46 Hispanic students with salaries totaling \$433,810.00.
18. Human Resources requires its field recruiters to establish working relationships with local colleges particularly those with high minority enrollment. Eighty USDA employees have been trained to serve as Hispanic Serving Institution (HSI) Liaisons.
19. APHIS established the Department's first Alternative Dispute Resolution (ADR) Center. The Center is organizationally located within Civil Rights Enforcement and Compliance and is staffed to handle the Mediation of formal and informal EEO complaints. The center includes a Manager, 4 full-time EEO Counselors/Mediators, 2 full-time Mediators, 1 EEO Specialist and an Intake Technician. The Center is currently under agreement to provide EEO Counseling/Mediation services to employees of the Office of Inspector General.

20. Accountability for the resolution of complaints was assigned to the lowest level in the organization where the alleged discrimination occurred. Managers are required to participate in EEO Complaints Mediation sessions, however participation is optional for employees.
21. A comprehensive data/tracking system, was established and is being maintained by the CREC staff. The system is designed to track employment cases from the initial "intake" to closure is used to generate biweekly status reports for the Administrator. The Administrator increased diversity in Senior Executive Positions.
22. The Agency's first Civil Rights Award Program was established. The first ceremony was held in February 2000.
23. The Administrator published and distributed to all employees the number of disciplinary actions rendered as a result of "findings of discrimination".
24. The CREC Director established a Civil Rights Accountability manager and team. The Manager developed a comprehensive data base system designed to document, monitor, and report the civil rights (CRAT) accomplishments of 299 managers at the GS 14, 15, and SES levels.
25. A Public Outreach "Tool Kit" was developed to assist managers when developing a plan of action for reaching all segments of our society and scope our mission in connection with reaching USDA and APHIS goals and requirements for our program and delivery outreach.
26. An Outreach Plan for Program Delivery was developed that includes the "How to Guide" to assist the field offices with identifying and conducting outreach efforts for all program delivery areas.
27. APHIS conducted 25 Civil Rights Impact Analyses of reorganizations, proposed rules and/or regulations.
28. At the end of FY 2000, APHIS conducted 5 program delivery reviews.

APHIS Native American Outreach Program Highlights

The following are highlights from the Administrator's Native American Working Group

Indian Usage of Federal Programs and Initiatives to Benefit Indian Agriculture

The APHIS Wildlife Services Program entered into Memorandums of Understanding (MOUs) with the following Indian Tribes in order to minimize wildlife damage on tribal lands. All of the MOUs are still in effect and will continue into the future.

Southern Ute Tribe - Colorado 1994

White Mountain Apache Tribe - Arizona 1991

Three Affiliate Tribes of the Fort Berthold Indian Reservation - North Dakota 1995

Yakama Nation - Washington 1995

Jicarilla Apache Tribe - New Mexico 1996

Fort Belknap Indian Community - Montana 1995

Blackfeet Tribe - Montana 1995

Crow Tribe - Montana 1995

Fort Peck Assiniboine and Sioux Tribes - Montana 1995

Confederate Salish and Kootenai Tribes - Montana 1993

Sisseton-Wahpeton Sioux Tribe - North Dakota 1996

Turtle Mountain Band of Chippewa Indians - North Dakota 1997

Navajo Nation - New Mexico 1989

APHIS has approximately 90-95 cooperative field service agreements or other short term agreements with many Indian tribes including various Pueblos in New Mexico; Confederated Tribes of the Warm Springs Reservation of Oregon; Poarch Band Creek Indians of Alabama and the Lac Courte Oreilles Ojibwa Tribe of Wisconsin.

These include activities at dump sites in main aquaculture sites in Alabama, beaver work in Mississippi and New Mexico, and the pesticide and trap assistance in New Mexico and Arizona.

APHIS has completed a new MOU with the Native American Fish and Wildlife Society which will increase our cooperative role with this organization and the 200+ tribes it represents. In addition, a new inter-program cooperative spirit is leading to negotiations or multi-program MOUs. The first of these is being negotiated with the Miccosukee Tribe in Florida. Work has already been initiated with the tribe for disease control within its members pet populations and with Federal swine in the area.

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